

PART I	DEPARTMENT OF HUMAN RESOURCES DEVLEOPMENT	2.052
	STATE OF HAWAII	2.053
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Class Specifications  
for the

RECREATIONAL HARBOR MANAGER SERIES

**Series Definition:**

This series includes all classes of positions which are responsible for managing the State's Boating and Ocean Recreation program in an assigned district. Positions in this series manage a district's ocean recreation and coastal areas programs pertaining to ocean waters and navigable streams of the State (exclusive of commerical harbors) and beaches encumbered with easements in favor of the public, and supervise the management and maintenance of small boat harbor facilities, boat launching ramps, and associated aids to navigation. Management responsibilities include development of district program's goals, priorities, and policies in accordance with departmental philosophy and guidelines; budget preparation and justification; fiscal, inventory, permit and vessel registration record keeping; and the preparation of operational reports. Supervisory responsibility includes the supervision of assigned staff consisting of harbor agents, clerical and semi-skilled labor and trades positions, and others.

The work of positions requires extensive public contact requiring the establishment and maintenance of effective relationships with federal, county and other State agencies with overlapping or related jurisdictional responsibilities requiring coordination of services/requirements; private/commercial groups and individuals in meeting the needs/concerns/requirements of users including tenants, commercial, and public recreational users; and concerned citizens. Security/enforcement is coordinated with enforcement agencies including federal agencies such as the Coast Guard, Customs, Drug Enforcement, Agriculture, Immigration, and Federal Aviation Administration; Deputy Sheriffs of the Department of Public Safety and the City and County/County Police Departments.

The work of positions in this series is performed within a framework of established departmental philosophy; broad program

plans, policies and guidelines; and applicable State and federal laws, rules and regulations.

**Level Distinctions:**

Class levels in this series are distinguished on the basis of the following factors:

- 1) Nature, Variety and Scope of responsibilities (including but not limited to, such variables as types and intensity of use of small boat harbor operations; types, numbers and compatibility of commercial activity; types, numbers and compatibility of ocean recreation area use; etc.)
- 2) Nature of Supervisory Responsibility
- 3) Nature of Personal Work Contacts
- 4) Nature of Available Guidelines
- 5) Nature and Scope of Recommendations, Commitments and Decisions
- 6) Knowledge and Abilities Required

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This is the first specification for the new classes  
RECREATIONAL HARBOR MANAGER I and II.

Effective Date: 7/16/93

DATE APPROVED: 11/5/98

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Director of Human Resources Development

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## **Distinguishing Characteristics:**

### **Managerial Responsibility:**

Recreational Harbor Manager I: Positions at this level are District (branch) chiefs located in neighbor island districts, and manage a district-wide boating and ocean recreation program through subordinate staff including Harbor Agents, clerical, laboring, semi-skilled trade and other positions.

Recreational Harbor Manager II: The sole position in this class serves as the boating and ocean recreation program manager in the Oahu District, which is the most operationally active and complex boating and ocean recreational district program in the State of Hawaii requiring Harbor Agents of the highest level, the support of an assistant manager to carry out district functions, and a superintendent to head extensive maintenance requirements. Since Oahu has more small boating facilities (approximately 80% of State total) than all the other districts combined and has the most users, the Oahu District generates most of the issues confronting the management of the small boat harbors and ocean recreation management areas; and the position in this class must use sound managerial judgment, and coordinates/works with others in resolving issues and setting the majority of precedents for future decisions made throughout the State of Hawaii's boating and ocean recreation program.

### **Complexity:**

Recreational Harbor Manager I: This class reflects neighbor island district-wide responsibility for planning, organizing, managing, supervising, coordinating and/or promoting activities and operations of the ocean recreational and coastal areas programs pertaining to ocean waters (excluding commercial harbors) and navigable streams, small boat harbors and beaches encumbered with easements in favor of the public in accordance with Chapter 200, Hawaii Revised Statutes, and in conformance with federal and State laws, rules and regulations. Duties and

responsibilities involve reviewing the overall boating and ocean recreation activities carried out in the district and developing plans to more effectively and efficiently meet the needs of the boating and general public in the use and enjoyment of the small boat harbors, waters, navigable streams and beaches of the district; the planning, development, operation and maintenance of boat harbors, boat harbor facilities, launching ramps and navigational aids; and the management of the district's boating registration and commercial permits systems and other district programs.

Recreational Harbor Manager II: The position in this class functions similarly to the next lower level as described above, however, work is more complex due to the scope and intensity of operations managed in the most populated island in the State with the greatest demands for use of boating space and facilities. Since most new issues/problems related to the Boating and Ocean Recreation program are initially addressed in Oahu district, the complexity of work at this level is significantly greater than the next lower level since more judgment is required to resolve a wider variety of precedent setting issues/problems. The intensity of operations due to the greater demand on Oahu adds to the complexity in providing/coordinating varied program users' needs and assuring the least amount of conflicts.

Personal Contacts: The work of positions in these classes requires significant personal contacts involving discussing/promoting district plans and activities or other proposals with the Division Chief and staff, members of the State Legislature and city and/or county council, other State, federal, and county government officials; tenants of recreational boat harbors; owners and operators of sports, hobby, pleasure and commercial vessels; advisory committees and special task forces; and special interest groups, individuals, and concerned citizens.

Supervisory Responsibility:

Recreational Harbor Manager I: Positions at this level supervise a small to moderate size (approximately 5 to 15) staff of subordinates including Harbor Agents, blue collar and

clerical staff. Scope and intensity of operations supervised is substantially less than the next level in the series.

Recreational Harbor Manager II: The position in this class supervises a large number (25 or more) of subordinates including several Harbor Agents of the highest level, clerical personnel, professional assistant(s), and a superintendent to properly provide extensive district preventive maintenance requirements.

Supervision Received: The Head of the Boating and Ocean Recreation Division provides general direction while the Head of the Staff Services Office provides operational and administrative guidance to positions in these classes.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in these classes.)*

Knowledge of: Federal and State laws, rules and regulations pertaining to boating and ocean recreation activities; standards and criteria for the safe operation of seagoing vessels and harbor facilities; recreational boat harbor and facility operations requirements, and the services they provide; and principles and practices of supervision and management.

Ability to: Manage a district-wide boating and ocean recreation program; plan, supervise and coordinate the work of others; identify problems, gather and analyze facts, draw sound conclusions and make appropriate recommendations; establish and maintain effective working relationships with the boating public, commercial users, special interest groups, members of the legislature and city council, other government agencies, and others with interest in boating and ocean recreational activities; prepare clear and concise reports; and speak effectively before groups and individuals.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.)*

*The classification of a position should not be based solely on the examples of duties performed.)*

1. Manages, organizes, supervises, coordinates, and promotes the overall boating and ocean recreation program for the district.
2. Reviews and develops plans to more effectively and efficiently meet the needs of the boating and general public in the use and enjoyment of the small boat harbors, waters and beaches, and navigable streams in the district under the jurisdiction of the boating and ocean recreation program.
3. Prepares and justifies the district program's annual operating budget including personnel, supplies and equipment needs.
4. Prepares expenditure plan based on the allocations received and priorities established for the district.
5. Approves and monitors expenditures.
6. Proposes changes to program related statutes, rules, policies and procedures.
7. Proposes, justifies and prioritizes construction of new and/or improvement to existing small boat harbor facilities and launching ramps and the acquisition of or improvement to existing equipment, navigational aids or other applicable devices.
8. Authorizes award of non-bid emergency and informal maintenance contracts.
9. Prepares written testimony to support or oppose legislative bills, administrative rule changes and other regulatory changes which may affect the district and/or division boating and ocean recreation program.
10. Serves as liaison and/or represents the district in meeting with departmental staff, other agency representatives, the

boating public, commercial users, members of the Legislature, city council, advisory committees, special task forces and other interested parties to discuss and promote proposals and/or concerns.

11. Ensures quantity, quality, appropriateness and timeliness of services provided by the district through supervision of staff and evaluation of organizational structure, functional assignments and operational procedures.
12. Makes final decisions and takes action in the impounding, auctioning or otherwise disposing of vessels.
13. Conducts auction or sale of impounded vessels.
14. Responds to emergencies and incidents occurring under the program's jurisdiction by investigating and reporting incidents to the appropriate agencies and coordinating district involvement. Incidents/emergencies include natural disasters, accidents, fires, oil spills, hazardous waste and pollution, stolen vessels, etc.
15. Investigates, reports, serves as liaison and/or requests assistance from federal agencies such as Coast Guard, Customs, Drug Enforcement, Agriculture, Immigration and State/county agencies such as the Department of Public Safety, and police departments.
16. Award, deny, suspend or revoke commercial, Ocean Recreation Management Area, marine/shore water events and marine/shore water filming permits and coordinates activities with other involved agencies such as the U.S. Coast Guard, city and county, Federal Aviation Administration, etc.